POSITION DESCRIPTION
Director of the Law Library
Bounds Law Library

QUALIFICATIONS

Master's degree in Library Science from accredited library school
Juris Doctor degree from accredited law school
Administrative ability and management skills
Substantial high level administrative experience in an academic law library
Personnel management experience
Knowledge of legal bibliography and CALR
Reference skills
Teaching experience
Writing ability

DUTIES

Administration
Supervise and manage overall operations of the Law Library
Oversee personnel and organization of the Law Library
Manage budget
Plan for long term growth
Develop priorities for library-wide long term projects
Prepare reports, statistics, etc. for the Law Library
Serve as liaison between the law school administration, faculty and the library
Represent Law Library in various cooperative groups and at meetings of appropriate professional organizations
Meet regularly with the Associate Director, Head of Technical Services, the Dean of the Law School, and the Assistant Deans of the Law School

Law School

Teach courses as assigned
Serve as member of law faculty
Serve as member of Law School committees as appointed

University

Serve on university committees, councils and boards as appointed
Participate in regular meetings with directors of other campus libraries
Represent the Law Library at university functions

Other

Attend professional meetings and activities
Participate in local and national library organizations
Represent the Law Library at area meetings required
Perform other duties as assigned by the Dean of the Law School